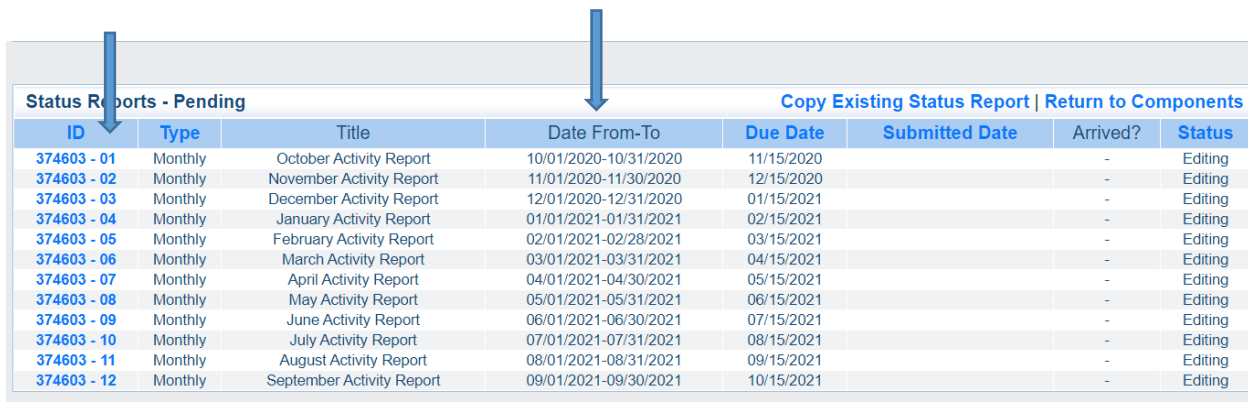


How to submit a **MONTHLY ACTIVITY REPORT** in Iowa Grants

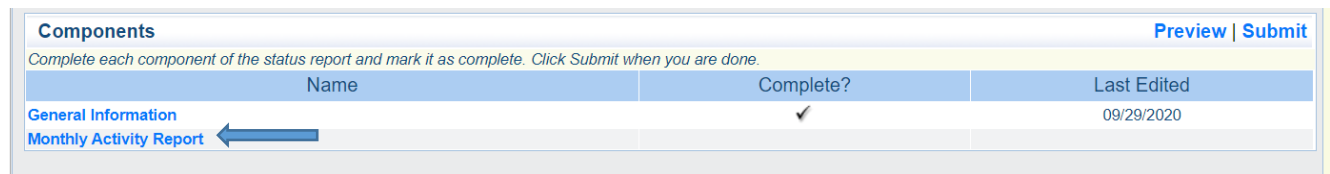
- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year.
- Click on **Status Reports**
- Click on the **blue** font report number in the **ID column** that matches your reporting period



The screenshot shows a table titled "Status Reports - Pending" with columns: ID, Type, Title, Date From-To, Due Date, Submitted Date, Arrived?, and Status. The table lists 12 monthly activity reports for fiscal year 2020-2021. The ID column contains blue hyperlinks. A blue arrow points to the ID "374603 - 01", and another blue arrow points to the "Monthly Activity Report" link in the same row.

ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020		-	Editing
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing
374603 - 05	Monthly	February Activity Report	02/01/2021-02/28/2021	03/15/2021		-	Editing
374603 - 06	Monthly	March Activity Report	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 07	Monthly	April Activity Report	04/01/2021-04/30/2021	05/15/2021		-	Editing
374603 - 08	Monthly	May Activity Report	05/01/2021-05/31/2021	06/15/2021		-	Editing
374603 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing
374603 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021		-	Editing
374603 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021		-	Editing
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing

- Click on **Monthly Activity Report** in the table



The screenshot shows a table titled "Components" with columns: Name, Complete?, and Last Edited. The table lists two components: "General Information" and "Monthly Activity Report". The "Monthly Activity Report" row is highlighted with a blue arrow pointing to it.

Name	Complete?	Last Edited
General Information	✓	09/29/2020
Monthly Activity Report		

- Select the month in which you are reporting on from the **Monthly Activity Report** drop down menu
- Please note your contract type (402 or 405d or both) and answer the required questions accordingly
- These questions are conditional based on your response. If you mark NO for the required section marked with a red asterisk, the questions below each required question will NOT appear.

Monthly Activity Report & Overtime Hours

Monthly Activity Report* October ←

*The hours entered are for **402** monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for **General Enforcement**.*

Does the contract allow Overtime for General Enforcement?* ☒ Yes ☐ No

Was Overtime for General Enforcement worked during this month? ☒ Yes ☐ No ← This question will not appear if you answered NO above.

Total Overtime for General Enforcement Hours 13.0 ← This question will not appear if you answered NO above.

*The hours entered are for **405d** monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for **Impaired Driving** Enforcement.*

Does the contract allow Overtime for Impaired Driving Enforcement?* ☒ Yes ☐ No

Was Overtime for Impaired Driving Enforcement worked during this month? ☒ Yes ☐ No ← This question will not appear if you answered NO above.

Total Overtime for Impaired Driving Enforcement Hours ← This question will not appear if you answered NO above.

*The hours entered are for **402 or 405d** monies to be reimbursed and should equal the number of hours on the overtime spreadsheet for Overtime for **Educational Presentation(s)**.*

Does the contract allow Overtime for Educational Presentation(s)?* ☒ Yes ☐ No

Was Overtime for Educational Presentation(s) worked during this month? ☒ Yes ☐ No ← These questions will not appear if you answered NO above.

Total Overtime for Educational Presentation(s) Hours

Agency/Group Requesting Presentation

Topic(s) the presentation addressed

Number of people in attendance

Comments

- The next section is where you will be filling in your contacts per category, just like the old activity report form
- Contacts made during GTSB overtime must be recorded separately from your agency contacts.
- GTSB overtime contacts will get recorded in the left hand column and your agency contacts will be recorded in the right hand column.

NOTE: The order of contact types below are NOT in the same order as the “old” monthly activity report, so be sure to enter your data into the correct boxes.

- To begin, click in the first text field, enter number of contacts (including a zero if there are no contacts) and then hit TAB
- Enter number of contacts for your agency and then hit TAB.
- Repeat this process for each of the following sections:

Impaired Driving

In the GTSB OT column, enter the contacts generated when officers were working GTSB overtime.

In the AGENCY column, enter the contacts generated when officers were working traffic safety for the agency. Do NOT include the contacts entered into the GTSB overtime column.

OWI Arrests - Alcohol

GTSB OT

Agency

OWI Tested, but No Arrest made

GTSB OT

Agency

OWI Arrests - Drugs

GTSB OT

Agency

DRE Call Outs (GTSB Stop only)
(change to evaluations?)

GTSB OT

OWI Drug Tested, but No Arrest

GTSB OT

Agency

.02 Violations

GTSB OT

Agency

Underage Possession (traffic only)

GTSB OT

Agency

Open Container violations(driver)

GTSB OT

Agency

Occupant Protection

Seat Belt Citations (day 6am-6pm)

GTSB OT

Agency

Seat Belt Citations (night 6pm-6am)

GTSB OT

Agency

Child Restraint Citations

GTSB OT

Agency

Seat Belt Warnings (day 6am-6pm)

GTSB OT

Agency

Seat Belt Warnings (night 6pm-6am)

GTSB OT

Agency

Child Restraint Warnings

GTSB OT

Agency

Speed

Speed Citation

GTSB OT

Agency

Speed Warnings

GTSB OT

Agency

Other Violations

Count all other violations as "other citations/warnings."

For example: Citations or warnings for Improper pass, registration, etc. would be listed in this line item.

Stop Sign/Light Citations

GTSB OT

Agency

Electronic Device Citations

GTSB OT

Agency

Other Traffic Violation Citations

GTSB OT

Agency

Stop Sign/Light Warnings

GTSB OT

Agency

Electronic Device Warnings

GTSB OT

Agency

Other Traffic Violation Warnings

GTSB OT

Agency

- Complete the Public Information Activities. Each type is required, even if it is zero for the month

Public Information Activities

Enter the number of traffic safety focused public information activities the agency completed this month. This may include a radio interview or Public Service Announcement, social media posts or shared posts and newsprint.

If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each traffic safety post. For example, if posting on Facebook and Twitter, count two.

TV*

Radio*

Print*

Digital*

- Answer the required question in the Special Traffic Enforcement Projects Report box. These are the special traffic enforcement projects required in your contract. If your agency is a 402 contract, at least two special traffic enforcement projects are required during the year, one of which is conducted at night, and one a multi-jurisdictional project. If your agency is a 405d contract, at least two night time special traffic enforcement projects are required during the year, one of which is a multi-jurisdictional project.
- The next question is conditional based on your response to the required question. If you mark NO for the required question, the rest of the questions will NOT appear.

Special Traffic Enforcement Projects Report

If your agency is a 405d contract, the contract requires at least two special traffic enforcement projects at night, one of which will be a multi-jurisdictional project.

If your agency is a 402 contract, the contract requires at least two special traffic enforcement projects, one of which will be conducted at night and one a multi-jurisdictional project.

Did the agency participate in a special traffic enforcement project this month? ☒ Yes ☐ No

Was the special traffic enforcement project a multi-jurisdictional project? ☐ Yes ☐ No

Date of Project

Project Time of Day
Day: 6 AM - 6 PM
Night: 6 PM - 6 AM

Time Project Started (Military Hours)

Time Project Ended (Military Hours)

Number of Officers Participating

This question will not appear if you answered NO above.

These questions will only appear if you answered YES to multi-jurisdictional above.

- Enter your comments, then click on **Return to Top**

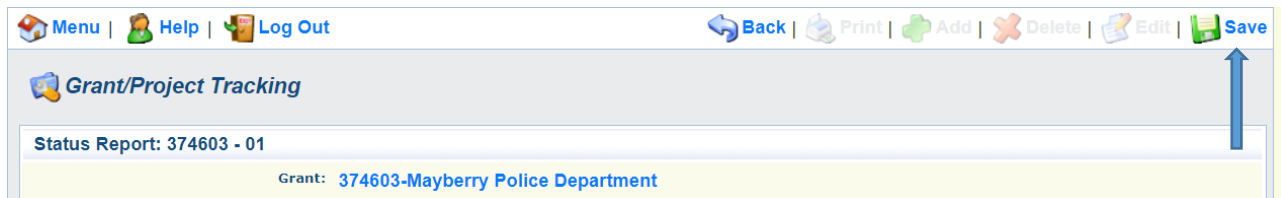
Comments

Please note any additional activity or unusual circumstances which occurred this month.

Comments

[Return to Top](#)

- Click **Save**



Menu | Help | Log Out

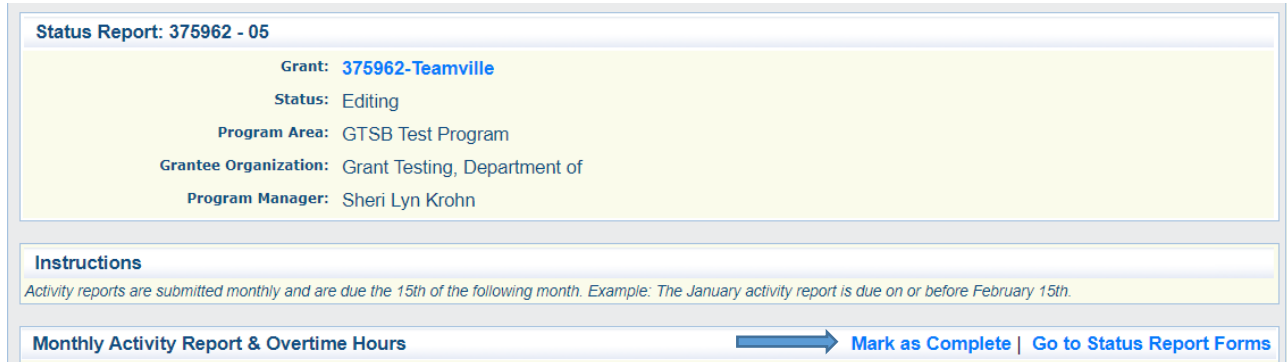
Back | Print | Add | Delete | Edit | **Save**

Grant/Project Tracking

Status Report: 374603 - 01

Grant: 374603-Mayberry Police Department

- Click **Mark as Complete**



Status Report: 375962 - 05

Grant: 375962-Teamville

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Sheri Lyn Krohn

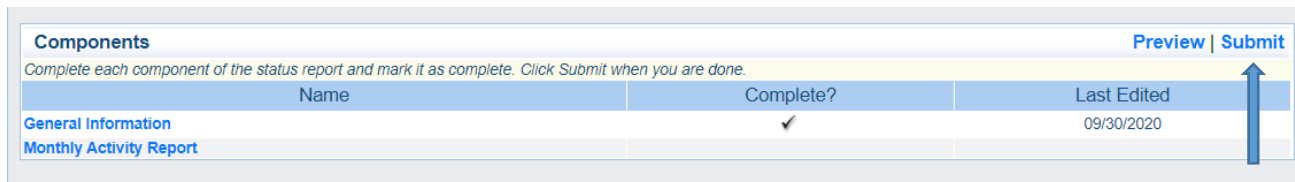
Instructions

Activity reports are submitted monthly and are due the 15th of the following month. Example: The January activity report is due on or before February 15th.

Monthly Activity Report & Overtime Hours

Mark as Complete | Go to Status Report Forms

- Click **Submit**



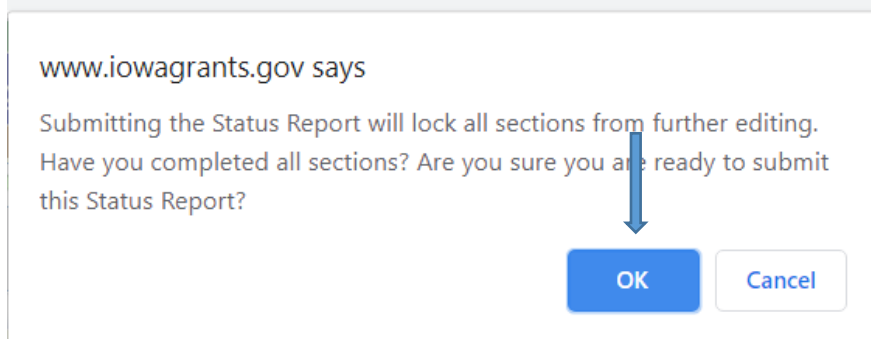
Components Preview | **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	09/30/2020
Monthly Activity Report		

- If there are no further edits to this form, click **OK**

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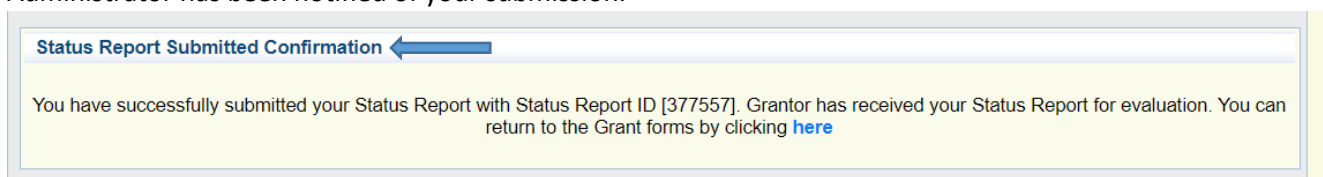


www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Status Report?

OK Cancel


Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.



Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

FYI - Monthly Activity Reports are due by the 15th of the following month, indicated on each status report in Iowa Grants.



ID	Type	Title	Date From-To	Due Date	Submitted Date	Arrived?	Status
374603 - 01	Monthly	October Activity Report	10/01/2020-10/31/2020	11/15/2020	09/29/2020	On Time	Submitted
374603 - 02	Monthly	November Activity Report	11/01/2020-11/30/2020	12/15/2020		-	Editing
374603 - 03	Monthly	December Activity Report	12/01/2020-12/31/2020	01/15/2021		-	Editing
374603 - 04	Monthly	January Activity Report	01/01/2021-01/31/2021	02/15/2021		-	Editing
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374603 - 09	Monthly	June Activity Report	06/01/2021-06/30/2021	07/15/2021		-	Editing
374603 - 10	Monthly	July Activity Report	07/01/2021-07/31/2021	08/15/2021		-	Editing
374603 - 11	Monthly	August Activity Report	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted
374603 - 12	Monthly	September Activity Report	09/01/2021-09/30/2021	10/15/2021		-	Editing
374603 - 13	Seat Belt Survey	March Seat Belt Survey	03/01/2021-03/31/2021	04/15/2021		-	Editing
374603 - 14	Seat Belt Survey	August Seat Belt Survey	08/01/2021-08/31/2021	09/15/2021	10/12/2020	On Time	Submitted
374603 - 15	Inventory Quotes	Speed Trailer Quote	-		10/09/2020	-	Submitted

The Iowa Grants system will send you an automated courtesy reminder email 10 days prior to the due date indicating a “Status Report” is due soon. The system will email you again 3-5 days prior to the due date if you’ve still not submitted the report. The email will come from Iowa Grants.

- If you’ve submitted your report prior to the 5th of the following month, you should not receive this email.
- If you’ve started your report but not completed and submitted your report (editing status), you WILL receive this email.
- If you’ve not started your report at all, you WILL receive this email.

From: iowa.grants@webgrantsmail.com
 Subject: Status Report Due Soon
 Message:

**** Do Not Respond to This Email ****

Your Grant Manager has created a status report due for submission in 10 days for the following grant:

Number: *Your Contract Number*

Name: *Your Grant Title*

Program Area: Governor’s Traffic Safety Bureau

Grantee Organization: *Your Organization*

Applicant: *Primary Contact*

This requires your immediate attention, you may log into the IowaGrants.gov grants management system at the following location:

<https://www.iowagrants.gov>